IT Initiative Supplement

February 25, 2010

I. Project Description

Project Title: Brands
Brief Description of the Project Title: Software application to track all Livestock brands in the State of Montana.
Statewide Priority:
Agency Priority: High
Estimated Completion Date: December 2010
IT Project Biennium: 2010- 2011
Request Number:
Version:

Agency Number:
Agency Name: Livestock
Program Number:
Program Name:

A. Type of Project (check all that apply)
Replacement

B. Type of System (check all that apply)
Mid-Tier – Oracle or SQL Server
Web
Network
Desktop

II. Narrative

C. Executive Summary

The Department of Livestock (DOL) Brands system is a recording of all brands in the State. It will track the owner, the brand name, an image of the brand, its premise, its location on the animal, any mortgages held against the brand, and a history of the brand since first applied for.

For every brand recorded, it first must be checked for any conflicts with an already existing brand. If no conflicts are found, the brand is assigned to the applicant and recorded into the database. Every 10 years, all brands must be Re-recorded to remain official and unavailable to any new applicants. Decorative and seasonal brands may also be recorded with the Brands division, but conflict resolution is unnecessary and they must be Re-recorded every 10 years.

Mortgage information is tracked to allow the sale of livestock to be managed. A brand owner can mortgage their brand with a bank and when livestock is sold checks are issued to the lien holder and the brand owner. Once a mortgage has been paid off, a mortgage release is signed and sent to the Department and the mortgage is removed from the brand for that owner. Mortgage information is modified every three years, but can be a daily process.

Currently the Brands system operates on the Department of Administration's (DOA) mainframe. The data is entered and updated by Brands personnel using Corel Draw, Visual Basic (VB) application, a Clipper application and Attachmate Extra. Brand offices throughout the state use this Brands system to lookup brands, to verify owners, and check for mortgages. District Investigators also use this system to verify brand information. This system was originally coded with COBOL on an IDMS database in the early 90's and has become out-dated. It is too dependent on the network connection for the market offices and needs to be in an environment that allows brand applications, transfers, and lookups to be done on the Internet.

Technical Implementation Approach: RFP. We are requesting it use either Oracle or SQL Server for the backend database.

Project Schedule and Milestones:

All take place in calendar year 2010.

- June 14: Contractor starts work or sooner if schedule permits.
- July 6: A database schema to support the new application.
- July 23: A plan for data conversion of the legacy data.*
- August 3 : A user-interface mockup of the system.
- September 3: The high priority items fully functional. (End user testing can begin.)
- September 7: Legacy data converted
- October 29: User manual and medium priority items fully functional.
- November 19: Brand books and other reports.
- December 6 thru 10: Training.
- December 10: Technical documentation.
- December 31: The system fully ready to go and final code
- The low priority items are negotiable on a timeline and deadline, but would have to be completed by June 30, 2011.

D. Business and IT Problems Addressed

Current system is outdated, difficult and expensive to support. A new system will give DOL much more capability to make public information about brands available on the internet.

E. Alternative(s)

Alternatives Considered: In-House development

Rationale for Selection of Particular Alternative: DOL does not have the IT manpower or expertise to implement their own Brands database system by the time rerecord starts.

F. Narrative Detail

Please see RFP10-1709P.

III. Costs

G. Estimated Cost of Project:

1. Personnel Services – IT Staff:

2. Personnel Services – Non IT Staff:

3. Contracted Services:

4. ITSD Services: DOL plans on ITSD hosting the database. About $3,600/year

5. Hardware:

6. Software: $165,000

7. Telecommunications:

8. Maintenance: $5,000 to $10,000 a year

9. Project Management: In-house

10. IV&V

11. Contingency:

12. Training:

13. Other:

Total Estimated Costs: $178,000

Total Funding: $165,000

IV. Funding

H. Funding

1. Fund: Special revenue – (Livestock per capita fees)

2. Amount: $170,000

3. Total Costs: $170,000

Cash/Bonded:

Bill Number:

V. Cost upon Completion

1. **Operating Costs upon Completion**

   FTE: Current livestock IT staff administrating the application.

   Personal Services Costs:

   Operating Costs: ITSD hosting the database. $3,600/year

   Maintenance Expenses: Do not know yet. Guess $5,000 to $10,000/year

   Total Estimated Costs: 13,600/year

2. **Funding Recap**

   Fund Type: Special Revenue (Livestock per capita fees)

   Amount: $170,000 plus $13,600/year to operate

   Total Funding: $170,000

VI. Risk Assessment

A. Current IT Infrastructure Risks

1. Current application 10+ years old? Yes
   Date of last major upgrade? Early 1990's

2. Current application is based on old technology? Yes
   If yes, what is the current hardware platform, operating system, and programming languages used to support the application? IBM Mainframe, COBOL with an IDMS database

3. Is the agency not capable of maintaining the current application with internal technical staff? Not very well
   If yes, who supports the application today? The entire DOL IT Staff of three.

4. Other IT infrastructure risks? No
If yes, provide further detail.

B. Current Business Risks

1. What are the risks to the state if the project is not adopted? An outdated system application that is difficult and expensive to support.

2. Does the current application meet current business requirements? No
If "no", what specific business functions does the application lack? Internet capability and real time data.

C. Project Risk Assessment

1. Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.

Table H Risk Assessment

Description	Severity (H/M/L)	Probability of Occurrence (%)	Estimated Cost	Mitigation Strategy
Not enough funds	**H**			**Ask for more.**
Late	**M**			**Project status update meetings/reports. Prompt communication**
Loss of expertise	**M**			**Cross train**

I. Project Description

Project Title: Animal Health
Brief Description of the Project Title: Software application to track animals entering the state, quarantined animals, and premise id's.
Statewide Priority:
Agency Priority: High
Estimated Completion Date: December 2010
IT Project Biennium: 2010- 2011
Request Number:
Version:

Agency Number:
Agency Name: Livestock
Program Number:
Program Name:

G. Type of Project (check all that apply)
Replacement

H. Type of System (check all that apply)
Mid-Tier – Oracle or SQL Server
Web
Network
Desktop

II. Narrative

I. Executive Summary

The Department of Livestock (DOL) Animal Health System is a recording of all livestock and exotic animals entering and exiting the state, and a recording of all reportable diseases that have surfaced in the state. Any animal that enters Montana without the proper permits and/or certificates will be quarantined and these quarantines are also tracked. An animal can also be quarantined for a positive result on a reportable disease.

Project Purpose and Objectives:

The primary goals for a new Animal Health System are as follows:

- Minimize workload on DOL staff by facilitating more accurate, consistent, and easier data entry within the department. Some of this involves:
  - Easily accessible application within the Department for issuing import permits.
  - Easy to support by the Department's IT staff.
  - Easy to use application that retains the quick, mouse-less data entry provided by the current system, while providing enhanced functionality, including mouse functions.
  - Context-sensitive help should be used to further enhance the usability of the new system.

- Maintain data in a central database. The preferred database would be Oracle, but SQL server is acceptable.

The system needs to be able to issue permits at all times of the day, therefore may need to work when the database is offline, or when the State's network or hosting server is down.

Technical Implementation Approach: RFP

Project Schedule and Milestones:

April 28:	RFP published.
May 6:	Pre-proposal Conference in Helena and/or conference call.
May 7:	Questions due.
May 13:	Answers to questions posted.
May 27:	RFP responses due.
June 18:	Evaluation complete.
June 30:	Contract negotiated/final SOW and signed off.
July 1:	Contractor starts work.
July 15:	Contractor provides a database schema to support the new application.
July 29:	Contractor provides a user-interface mockup of the system. (Screen Shot mock-ups.)
August 30:	The core items are fully functional. (End user testing can begin.)
September 30:	User manual is complete.
October 15:	All Reports are functioning.
October 25 thru November 19:	Training.
November 26:	Technical documentation is complete.
December 15:	The system fully ready to go and final code.

J. Business and IT Problems Addressed

Current system is outdated, difficult and expensive to support. A new system will give DOL much more capability to make public information about Animal Health available on the internet.

K. Alternative(s) NA

Alternatives Considered: In-House development

Rationale for Selection of Particular Alternative:

L. Narrative Detail

Please see RFP10-1716P

III. Costs

G. Estimated Cost of Project:

1. Personnel Services – IT Staff:

2. Personnel Services – Non IT Staff:

3. Contracted Services:

4. ITSD Services: DOL plans on ITSD hosting the database. About $3,600/year

5. Hardware:

6. Software: 92,000

7. Telecommunications:

8. Maintenance:

9. Project Management:

10. IV&V

11. Contingency:

12. Training:

13. Other:

Total Estimated Costs:

Total Funding:

IV. Funding

H. Funding

1. Fund: General Fund

2. Amount: 98,000

3. Total Costs: 98,000

Cash/Bonded:

Bill Number:

V. Cost upon Completion

3. Operating Costs upon Completion

FTE: Current livestock IT staff administrating the application.

Personal Services Costs:

Operating Costs: ITSD Hosting costs $3,600/year

Maintenance Expenses: Do not know yet. Guess 5,000 to 10,000 a year

Total Estimated Costs: 13,600/year

4. Funding Recap

Fund Type: General fund

Amount: $98,000

Total Funding: $98,000 plus 13,600/year

VI. Risk Assessment

A. Current IT Infrastructure Risks

1. Current application 10+ years old? _Yes_
   Date of last major upgrade? Early to mid 1990's

2. Current application is based on old technology? _Yes_
   If yes, what is the current hardware platform, operating system, and programming languages used to support the application? Desktop with executable on file server, DOS, Clipper using a DB2 database with DBF files.

3. Is the agency not capable of maintaining the current application with internal technical staff? _Yes_
   If yes, who supports the application today? internal technical staff

4. Other IT infrastructure risks? _Yes_
   If yes, provide further detail. Old technology will not function on new technology.

B. Current Business Risks

1. What are the risks to the state if the project is not adopted? Unable to track animals entering the state

2. Does the current application meet current business requirements? _No_
   If "no", what specific business functions does the application lack?
   Data mining, county reports no longer print and they are needed.

C. Project Risk Assessment

1. Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.

Table H Risk Assessment

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Not enough funds	**H**			**Ask for more**
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